



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
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IN REPLY REFER TO

NAVAIRINST 5210.4  
AIR-09J  
26 Oct 93

NAVAIR INSTRUCTION 5210.4

From: Commander, Naval Air Systems Command

Subj: RECORDING OF MEETINGS

1. Purpose. To establish policy within Naval Air Systems Command Headquarters (NAVAIRHQ) for recording meetings and conferences.
2. Applicability. This instruction applies only to recording of meetings and conferences called or presided over by personnel employed by or assigned to NAVAIRHQ and held in the State of Virginia, the focuses of which fall within the scope of employment of at least one of the participants. A meeting or conference that is being held in Virginia, but being transmitted outside Virginia; e.g., video teleconference, and that meets these criteria is included within the scope of this instruction. This instruction does not apply to the making of personal official records.
3. Definitions.
  - a. A meeting is any coming together of two or more people for the purpose of discussing matters within the scope of Federal employment of any person in attendance. The term specifically includes meetings between a superior and a subordinate the purpose of which is to discuss the subordinate's performance of duty. The term does not include courts-martial and administrative boards convened pursuant to specific statutory or regulatory provisions that address the manner of recording the proceeding; e.g., investigations conducted pursuant to the Manual of the Judge Advocate General and those under the cognizance of the Department of Defense and Navy Inspectors General.
  - b. A conference is a type of meeting, usually more formal, usually intended to facilitate consultation or discussion between groups representing different aspects of a particular program or subject and usually guided by a published agenda or theme.
  - c. A responsible official is the Government representative who is immediately responsible for the official business to be conducted at the meeting or conference. Relative grade, rank or seniority among the participants is not relevant when determining who is the responsible official.



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d. An official record is a Government record that relates to the Government's business that will be available to persons other than the individual who made the record.

e. A personal official record which is a record that relates to and was made in the furtherance of the officer's or employee's performance of his Government duties but that will be available only to the maker. An example of such a record is a supervisor's notebook in which the supervisor's observations regarding a subordinate's performance of duty are recorded which will never be available to anyone other than the maker.

4. Background. Occasionally, it is helpful to make a record of meetings and conferences. Often the motivation for recording a meeting or conference is to share the proceedings with a wider audience; e.g., those unable to attend and those with a hearing impairment. Occasionally, the motivation is to be able to produce a reliable record of the meeting or conference. In order to ensure the effectiveness and efficiency of our meetings and conferences and to ensure all participants know what record is being made of a meeting or conference, certain procedural steps must be observed.

5. Action.

a. All forms of recording are permitted; i.e., written notes, transcriptions, audio recordings, and video recordings.

b. All recordings must relate to and be in furtherance of the official business of the Government. Recordings of non-Governmental-business related personal conversations are neither authorized under or within the scope of this instruction.

c. Only the responsible official may authorize the making of an official record of a meeting or conference. Any person, participant or otherwise, who wishes to make or have made an official recording of a meeting or conference shall make his or her request to the responsible official. No official recording may be made without the express prior authorization of the responsible official.

d. The responsible official shall determine what record of the meeting or conference is required to meet the Government's needs. The decision of the responsible official is final. While the opinions of others, particularly the objections of participants, shall be carefully considered, a rejected or otherwise unaccommodated objection does not constitute a bar to making a record, including an audio recording. On the other hand, each person has the duty to ensure that special handling restrictions on information in his possession are respected. In those cases in which a participant believes the requested

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disclosure in the context of the meeting or conference violates instructions regarding the dissemination of such information, he or she has a duty to so inform the responsible official and request the issue be reviewed by the subject matter expert.

e. In every case in which an official record is to be made, prior to making the record the responsible official shall consult with appropriate persons having official interest in whether a record is made regarding the desirability and manner of making the recording. Examples of persons having official interest are the concerned program manager, program attorney, and program contracting officer, participants, and subject matter specialists; e.g., personnelists and information security experts.

f. In every case in which an official record of a meeting or conference is to be made, the responsible official shall notify each participant that: a record is being made; how the record is being made; e.g., formal notetaking by a recording secretary; why the recording is being made; and how the record will be handled after it is created. Notification shall precede the beginning of the meeting or conference. Oral notification at the beginning of the meeting is adequate, except in cases where Privacy Act advice is required. In cases where video taping is to be used, reasonable efforts shall be made to give advance notice of that fact.

g. In cases of official records that could be retrieved by an identifier relating to an individual; e.g., his or her name or Social Security Account Number, and the individual will be asked to provide information personal to himself or herself (not related to performance of official duties) that will be recorded, such participants must be given the advice required by the Privacy Act. See SECNAVINST 5211.5D, Subj: DON PRIVACY ACT PROGRAM. Assistance in applying the Privacy Act may be obtained from the command Privacy Act Officer, AIR-09J.

h. The responsible official shall ensure each record is marked and handled in accordance with all applicable special handling markings; e.g., For Official Use Only, security classification, distribution statement, proprietary data, source selection data. As with every Government record, but especially with video and audio recordings, even in the absence of special handling markings, it is essential that access to these records be restricted to those with an official need for the information.



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